



ECONOMIC DEVELOPMENT DIVISION

ENGINEERING & FACILITIES MANAGEMENT DEPARTMENT



INSTRUCTIONS TO ALL APPLICANTS

ARCHITECTURAL / ENGINEERING SERVICES

REQUEST FOR PROPOSALS

Designer Qualification Statements (DQS) are to be submitted and completed in full. Failure to provide the information requested in the BRA Designer Qualification Statement will result in lower numerical ratings by the Designer Selection Board. Answer all questions as stated in the DQS. Attach a cover letter with the DQS. The respondent may elect to add additional written text to describe project approach and understanding and what other additional information the respondent deems necessary to describe its qualifications. If a project schedule is not indicated in the RFP, provide the same. This information should be located in front of the DQS in your proposal.

1.) Designer Selection Process

Each project application or RFP for Architectural / Engineering services is reviewed and numerically rated by a qualified Designer Selection Board. From this rating at least three finalists are selected and will be interviewed. The Designer Selection Board of BRA is typically 3-7 members depending on the type and size of the Project.

The finalists will be interviewed by the Designer Selection Committee and an order of rank will be determined. This recommendation is then sent to the BRA Board for final approval to start contract negotiations.

A contract will be awarded based on the selection of the most favorable proposal of services. Each proposal will be initially evaluated to determine whether the respondent submitting the proposal meets the minimum threshold requirements described in subsection A below. Those respondents and the proposals of those respondents, which the BRA has determined have met the minimum threshold requirements, will then be evaluated according to the evaluation criteria described in subsections B and C below.

A. Minimum Threshold Requirements

Each respondent submitting a proposal must meet the following minimum threshold requirements:

1. As of the date of the proposal submission, the respondent must have been licensed/registered as a "Licensed Professional Engineers and/or Architect" for at least one-year continuously under the same name.

2. The respondent must not be experiencing any financial problems that might render it unable to complete performance of the work.
3. The respondent must demonstrate that it has adequate insurance and an appropriate risk management strategy.
4. The BRA shall have determined that the respondent is in compliance with all applicable statutes governing conflict of interest.
5. The respondent must have an office, staffed by the primary project personnel, within a reasonable commuting distance (approximately one hour by car) from the Project Area.

B. Qualifications and Experience

All respondents determined to have met the minimum threshold requirements will then be evaluated based on the following criteria:

1. Respondent's experience, qualification and level of commitment.
2. Experience and qualifications of the person to be assigned as project manager for the work.
3. Experience and qualifications of other key personnel of the respondent and the other individuals and any proposed team members who will be performing work.
4. Respondent's experience in performing services of the same type as the Services.

C. Technical Qualifications

All proposals of all respondents determined to have met the minimum threshold requirements will then be evaluated based on the following additional criteria:

1. Respondent's understanding of the scope of work as demonstrated by the respondent's approach in responding to this RFP and towards performing the work.
2. Quality of the written proposals and any oral presentations.
3. Ability to complete the Services on time and within budget.
4. Respondent's proposed work plan and staffing.
5. Respondent's achievements in affirmative action hiring.

The respondent's proposed consulting fee will also be considered in the review of proposals, however, this RFP will not be awarded based on price.

Selection of the Consultant is subject to approval by the BRA Board of Directors.

2.). Proposal Format

A.) Technical Proposal

All technical proposals should contain the following information:

1. A Completed Designer Qualification Statement with a Letter of Introduction and other supporting documentation as requested below.

2. Experience of the Respondent

- (a) Describe generally any relevant experience that the respondent and its principals have had in connection with the provision of services similar to the services being requested by this RFP and any other relevant activities. Include the substantive nature of comparable contracts and the experience of members of the team in working on similar projects.
- (b) Describe specifically any recent project(s) that the respondent has completed that would evidence its ability to achieve the objective of this RFP.

3. Approach

Provide a statement of the respondent's approach to the performance of the Services. This statement should clearly demonstrate the respondent's understanding of the requirements of this RFP and the scope of services. This statement should identify the number of public meetings, meetings with the BRA staff, and meetings with other governmental agencies that the respondent believes will be required to complete the services.

4. Schedule

Provide a schedule of performance, outlining each activity required to be performed within each task described in this RFP, and providing a timeline for the completion of each such activity.

5. Additional Information

- (a) A completed Non-collusion and Tax Compliance Form, attached hereto as Exhibit G and Exhibit H, respectively. These forms are located in the Designer Qualification Statement, which is located in **Appendix C of the RFP**.
- (b) Any other information about the respondent's experience or qualifications to perform the services that have not been presented in previous responses and that the respondent believes is relevant to this RFP.